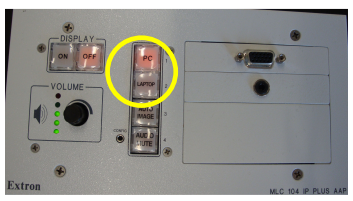
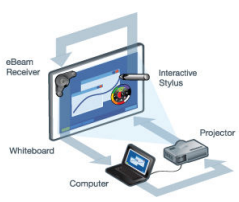
User guide for interactive whiteboard and computer/laptop:

This room is equipped with an interactive whiteboard (Ebeam) and fixed computer/laptop connectivity. In order to use the Ebeam and screen, it is highly recommended that you read this guide first.

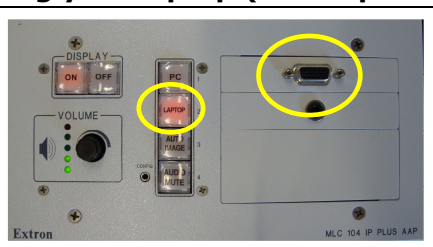
What do you need?

- A Maastricht University employee or student account
- An Ebeam interactive stylus (these can be obtained from the information desk)

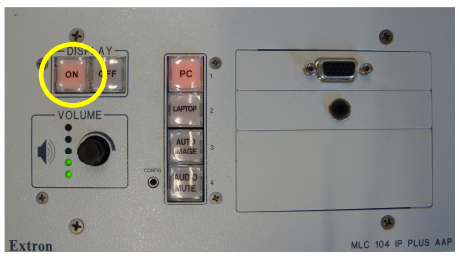
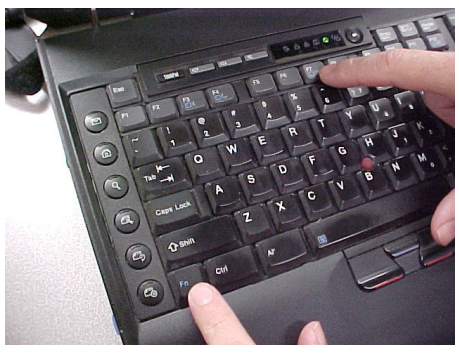
1a Using the personal computer (for laptop please see 1b)

	Be sure that the power has been turned on*. By pressing the grey switch the (white) panel and the computer will be turned on or off. The computer with the bigger widescreen is connected to the beamer. You can connect a USB stick to either of the two USB ports. *In room 1.229 and 1.233 there is no main power switch. You can start there from the next picture "Select input source".
	Select input source: Press the **"PC"** button
	Login on the PC: Use your UNIMAAS username and password. *Access to the network is only possible for employees and students with a valid username and password for the Unimaas domain** ***** *If the field "Log on to" is not visible, click "Options"* After logging in: Please double click the icon "Adjust screen for beamer" on your desktop.
	Start the Ebeam software. Go to Start – Programs – Tools – Ebeam interact – Ebeam interact. You can now use the interactive whiteboard with the Ebeam interactive stylus.

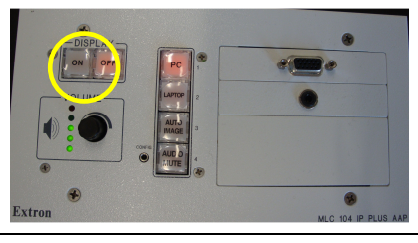
1b Using your laptop (for PC please see 1a)

	Select input source: Press the **"LAPTOP"** button. Switching input source may take a minute or so. Connect the VGA (blue) and AUDIO (optional) cables to connect your laptop to the beamer. While using a laptop without the Ebeam software, you can only use the whiteboard as a beamer and screen.

2 Switching on the beamer

	To turn on the beamer: Press the **"ON"/"Proj ON"** button. The beamer will then switch on. You will hear the cooling fan start blowing air. This may take a couple of minutes.
	If the beamer does not show your Windows desktop when using your laptop, please check the following: - is the laptop switched on? - is the input "laptop" (1b) selected? - is the VGA cable connected? Press Fn and F7 on your laptop to switch screens (this can be different on some laptop brands)* ***** *Please adjust the screen resolution if necessary (1024x768 pixels)*

3 Switching off the beamer/Shutdown procedure

	1. Press the **"OFF"/"Proj OFF"** button. The beamer will then switch off. This may take a moment (the off button will blink). 2. Shutdown the PC (if used)